

DELPHI Skills Assessment for AP Systems Accountant

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Invoices								
Enter Supplier Invoices								
Pay Supplier Invoices								
Employee Records								
Review employee database								
Maintain employee database								
Suppliers								
Verify the accuracy of supplier information entered into the database								
Verify changes to supplier information are entered correctly into the database								
Default Accounts								
Update default accounts								
Verify default information in the database								
Payments								
Setup payment terms in the database								
Bank								
Maintain bank account information in the database								
Maintain the Accounts Payable Bank Database								
Buyers								
Add Buyers								
Inactivate Buyers								